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IDENTIFIERS	*Mississippi

ABSTRACT

This annotated bibliography of supplementary materials for adult literacy students in Mississippi arranges the annotations in the following categories: automobiles; biography; communication skills; consumer information; coping skills; English as a second language; fiction; health, nutrition, and safety; history and government; insurance; job skills; money management; readers; religion; and tutor. Within each category the entries are arranged alphabetically by author's last name. Complete bibliographic information, prices, a brief description of the contents, and the reading level as furnished by the publisher are provided. The last page contains the names, addresses, and phone numbers of publishers and distributors. (CML)

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SUBJECT BIBLIOGRAPHY OF SUPPLEMENTARY ADULT LITERACY MATERIALS

Purchased Through LSCA Title VI Funds
by the Mississippi Library Commission, Jackson, Mississippi

Mississippi Library Commission
August 1988

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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As part of its adult literacy initiative, the Mississippi Library Commission is making the supplementary materials contained in this bibliography available to Mississippi adult literacy students and tutors through their local public libraries. From its contacts with librarians working with literacy programs and with educators involved in adult literacy efforts throughout the state, the Library Commission determined there is a need for books to supplement the textbooks literacy students and tutors are using and a need for materials of interest to new adult readers that would allow them to practice their developing reading skills.

Through a $25,000 Library Services and Construction Act Title VI (Library Literacy Program) grant from the U.S. Department of Education, the Mississippi Library Commission has placed collections of recreational, coping skills, and tutor materials in 16 selected Mississippi public libraries that sponsor local adult literacy programs. If your local library does not have the title(s) you need, ask your librarian to request it from the Library Commission through interlibrary loan.

Also, through this same Title VI grant, the Mississippi Library Commission can provide an entire set of the books listed in this bibliography for use at literacy conferences or tutor training workshops, or as a start-up collection for public libraries initiating local adult literacy programs. Contact Ruth Ann Gibson at the Library Commission (359-1036) if you are interested in borrowing a demonstration set of these supplementary literacy materials.

Please use all of these materials often. We hope that by using them new readers can gain confidence and become more self-sufficient as they become better readers, and tutors will be better able to meet the needs of their adult students.

Arrangement of Bibliography

This bibliography of adult literacy materials is arranged in 15 different topics: automobiles; biography; communication skills; consumer information; coping skills; English as a second language; fiction; health, nutrition, and safety; history and government; insurance; job skills; money management; readers; religion; and tutor materials. Within each topic, the entries are arranged alphabetically by author.

For each entry listed under the heading Fiction, the following information may be found:

Title, Author's name. Pagination or number of volumes.
Series statement. City and state of publication:
Publisher and/or distributor, publication and/or
copyright date. International Standard Book Number.
Price.
Call number for Mississippi Library Commission copy
Annotation or brief description of contents.
Reading level as furnished by publisher or distributor

Entries under all other subject headings may contain the following information:

Title, Author's name. Edition statement. Pagination
or number of volumes. Series statement. City and
state of publication: Publisher and/or distributor,
publication and/or copyright date. International
Standard Book Number. Price
Call number for Mississippi Library Commission copy
Annotation or brief description of contents.
Reading level as furnished by publisher or distributor

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Religion. 31

Tutor 31

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This publication was partially funded by the Library Services and Construction Act administered by the Mississippi Library Commission.

Literacy Bibliography

Automobiles

Finding a good used car, Fletcher, William and Kelley, Patrick. 64 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1977. 0915510197 (pbk.).$3.95.
629.2222 F615
Includes types of cars, where and how to shop for a used car, and more. Reading level: 2.0-2.6

Becoming a driver, Grebel, Rosemary and Pogrund, Phyllis. 2nd ed. 63 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 091551057X (pbk.).$3.95.
629.28307 G788 1981
How to shop for auto insurance, get repair estimates, report an accident, and more. Reading level: 2.0-2.6

Studying for a driver's license : revised review of driver's manual, expanded sample questions and definitions, over 50 illustrations, Joyce, Donald P. [Rev.] ed. 64 p. Syracuse, N. Y: New Readers Press, c1985. 0883364417.$3.88.
629.28 J89 1985
Based on the New York state driver's manual. Provides help for passing an oral or written driver's test. Can be used in conjunction with Mississippi's driving manual. Sample test questions. Glossary. Reading level: 5.0

Maintaining your car, Oates, Jean. 80 p. Syracuse, N.Y: New Readers Press, c1987. 0883364573 (pbk.).$4.95.
629.287 O11
Discusses the electrical, braking, cooling, suspension, and other automobile systems. Explains many simple repairs and maintenance functions. Index. Reading level: 5.0

Caring for your car, Pogrund, Phyllis and Grebel, Rosemary. 64 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510596.$3.95.
629.28722 P746
Readers follow people who experience common automotive problems and learn to take care of them on their own.
Reading level: 2.0-2.6

Driver's license language : a survival vocabulary, Richey, Jim. 48 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510499 (pbk.).$3.45.
343.730946 R529
Teaches 80 words or phrases associated with getting and keeping a driver's license. Reading level: vocabulary

Becoming a car owner, Stein, Wendy. 64 p. Syracuse, NY: New Readers Press, c1986. 0883364565 (pbk.).$4.95.
629.2222 S819
Helps the reader decide whether to buy a new or used car, how to shop for a car, how to find a service station, and how to insure a car. Index. Reading level: 5.0

Taking the wheel, Stein, Wendy. 95 p. Syracuse, NY: New Readers Press, c1986. 0883364557 (pbk.).$5.95.
629.283 S819
Covers rules for driving, explanations of signs and markings, instructions for handling a car, driving in dangerous situations, and more. Photos, cartoons, diagrams. Index. Reading level: 5.0

Basic skills in getting around : lesson sheets on long-run spirit masters, Young, Eleanor R. 6 p., 24 duplication masters. [Fairfield, N.J.] El Toro, CA: Cebco Wieser Educational [distributor], c1974. $8.95.
910 Y71
Discusses driver's license, road signs, parking meters, compass directions, maps, time-tables, etc. Reading level:

Biography

Jesus of Nazareth, Harralson, David M. v, 40 p. New York, N.Y: Cambridge Book Co, c1983. 0842896082 (pbk.).$2.10.
232.9 H296
The life and teachings of Jesus. Reading level: 3.0-4.0

Famous Americans, Hurst, John A. 78 p. Lake Bluff, Ill: Quality Books, 1987. 0891961372.$7.95.
428.62 H966
Sketches of the lives of such people as Abraham Lincoln, Sitting Bull, Stonewall Jackson, and Patrick Henry.
Reading level: 6.0

Horses, bats, and Christmas trees, Hurst, John A. 78 p. Lake Bluff, Ill: Quality Books, 1987. 0891961364 (pbk.).$7.95.
428.62 H966
Biographical sketches on people such as James White, Anna Sewell, Kate Littlefield Greene, and James Naismith.
Reading level: 5.0

Mysteries, nicknames, and medals, Hurst, John A. 76 p. Lake Bluff, Ill: Quality Books, 1987. 0891961348 (pbk.).$7.95.
428.62 H966
Sketches of the lives of such people as Alfred Nobel, Molly "Pitcher" Hayes, Captain Willie Driver, and Daniel Defoe.
Reading level: 4.0

Presidents--pitchers--and passers, Hurst, John A. 76 p. Lake Bluff, Ill: Quality Books, 1987. 089196133X (pbk.).$7.95.
428.62 H966
Sketches of the lives of Ulysses S. Grant, Robert E. Lee, Theodore Roosevelt, Bob Feller, and others. Reading level: 3.0

Some artists: their lives, loves, and luck, Marston, Elsa. iii, 40 p. New York: Cambridge, 1983. 0842896171 (pbk.).$2.10.
709.2 M374
Biographies of Rembrandt, Van Gogh, Grandma Moses, and others. Reading level: 4.0-5.0

Memories of East Utica, Nassar, Eugene Paul. 2 v. New York: Cambridge Book Co, c1983. 0842896023 (pbk. : v.1) 0842896031 (pbk. : v.2).$2.10/vol.
B N265
Reminiscences of a Lebanese boy growing up in an immigrant neighborhood. Reading level: 3.0-4.0

Communication Skills

Writing to others, Cook, Cheri. 79 p. Syracuse, NY: New Readers Press, c1986. 0883363844 (pbk.).$3.75.
395.4 C771 1986
Presents formats and examples of various types of written messages. Exercises. Reading level: 5.0

The Laubach way to cursive writing, Koschnick, Kay. 64 p. Syracuse, N.Y: New Readers Press, c1983. 0883369095 (pbk.).$3.00.
652.1 K86
Uses a dot and arrow system for teaching cursive writing. Reading level: 3.0

Give me a call, Lefkowitz, William. 60 p. Belmont, CA El Toro, CA: Fearon Education Wieser Educational [distributor], c1988. 0822434407 (pbk.).$4.50.
395.59 L493
Telephone etiquette. Worktext on a wide range of telephone skills, including calling for information, taking messages, and calling long distance. Reading level: 2.8

Let's have a talk, Lefkowitz, William. 60 p. Belmont, Calif El Toro, CA: Fearon Education Wieser Educational [distributor], c1988. 0822442841 (pbk.).$4.50.
158.1 L493
Explores interpersonal relations with a focus on verbal skills, including thinking of something to say, apologizing, asking for a raise, and expressing feelings. Reading level: 2.6

Write me a note, Lefkowitz, William. 59 p. Belmont, CA El Toro, CA: Fearon Education Wieser Educational [distributor], c1988. 0822498820 (pbk.).$4.50.
395.4 L493
Lessons in written communication, including lists, notes, business and personal letters, and ordering by mail. Worktext. Reading level: 2.8

Write all about it, Leis, Andrea and Chodos, Robert. Student's ed. 159 p. Syracuse, NY: New Readers Press, c1986. 0883363755 (pbk.).$6.95.
808.042 L532
Teaches techniques of clear, objective writing -- writing in complete sentences, use of commas, choosing the correct verb form, etc. Reading level: 5.0

English for everyday living, Pellati, Sally Shapiro and Reitman, Nell Stiglitz. 2nd ed. 269 p. Oak Lawn, Ill El Toro, CA: Ideal Publications Wieser Educational [distributor], c1982. 0890995109.$14.95.
425 P385 1982
Emphasis on grammar, spelling, and composition skills. Exercises, graphics. Reading level:

Your first job : putting your English to work, Prince, David W. and Gage, Julia Lakey. x, 117 p. Englewood Cliffs, N.J: Prentice-Hall, c1986. 0139785035 (pbk.).$7.25.
428.24 P954
An introduction to business and technical English. Exercises. Reading level: ESL

Banking language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510375.$3.45.
332.1 R529
Teaches 80 words or phrases common to a bank setting. Exercises included. Reading level: vocabulary

Credit language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510367 (pbk.).$3.45.
428.42 R529
Presents 80 words or phrases associated with credit. Reading level: vocabulary

Entertainment language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1979. 0915510340 (pbk.).$3.45.
428 R529
Teaches 80 words or phrases associated with entertainment. Reading level: vocabulary

Communicating with others, Udvari, Stephen S. Rev. ed. 80 p. Austin, Tex: Steck-Vaughn, c1978. 0811406695 (pbk.).$4.08.
302.2 U21 1978
Basics of communication skills. Reading level: 4.0-6.0

Consumer Information

Be credit-wise : a guide to credit, Bruton, Elsa. 64 p. Hayward, CA Alexandria, VA El Toro, CA: Janus Book Publishers Miles River Press Wieser Educational [distributor], c1984. 0881020176 (pbk.).$3.95.
332.7 B913
Learn about layaways, buying on time, opening accounts, using credit cards, dangers of "easy" credit, and the benefits of using credit. Reading level: 2.5

Be ad-wise : a guide to reading ads, Canario, Jack. 64 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510545 (pbk.).$3.95.
640.73 C213
Teaches about different kinds of ads, what ads do and don't tell, how to shop at home, comparison shopping, etc.
Reading level: 2.5

Know your rights : a guide to consumer protection, Hernandez, Mary Beth. 64 p. Hayward, CA Alexandria, VA El Toro, CA: Janus Book Publishers Miles River Press Wieser Educational [distributor], c1984. 0881020184.$3.95.
381.34 H557
How to voice complaints over the phone, in person, or by letter. Looks at guarantees, warranties, and sellers' policies on returns, refunds, and exchanges. Reading level: 2.5

Using the want ads, Jew, Wing and Tandy, Carol. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1977. 0915510162 (pbk.).$3.95.
659.132 J59
Helps students become familiar with the abbreviated language of classifieds. Reading level: 2.0-2.6

More for your money : a guide to comparison shopping, Kelsey, Keenan Colton and Gundlach, Patricia Parrott. 64 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510537 (pbk.).$3.95.
640.73 K29
Students learn to compare stores, products, sizes, units of measure, packaging, quality, and price. Exercises.
Reading level: 2.5

Drugstore language : a survival vocabulary, Richey, Jim. 46 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510286 (pbk.).$3.45.
428.42 R529
Presents 80 words or phrases common to a drug store setting. Reading level: vocabulary

Supermarket language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510278 (pbk.).$3.45.
428.42 R529
Presents 80 words or phrases associated with supermarkets and grocery shopping. Reading level: vocabulary

Becoming a car owner, Stein, Wendy. 64 p. Syracuse, NY: New Readers Press, c1986. 0883364565 (pbk.).$4.95.
629.2222 S819
Helps the reader decide whether to buy a new or used car, how to shop for a car, how to find a service station, and how to insure a car. Index. Reading level: 5.0

Buying guides, Udvari, Stephen S. and Laible, Janet. Rev. ed. 112 p. Austin, Tex: Steck-Vaughn, c1978. 0811406660 (pbk.).$4.08.
640.73 U21 1978
Tips on shopping and money management. Reading level: 4.0-6.0

Coping Skills

Sharing an apartment, Anema, Durlynn. 65 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 091551060X.$3.95.
428.4 A578
Discusses sharing, respect for another's rights, and privacy. Reading level: 2.0-2.6

Getting help : a guide to community services, Chan, Janis Fisher. 65 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510618 (pbk.).$3.95.
361 C454
Learn about finding a lawyer, dealing with pregnancy, drug abuse, emotional problems, and more. Reading level: 2.0-2.6

Using the phone book, Gundlach, Patricia Parrott; Kelsey, Keenan Colton and Kelley, Robert G. 65 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510472 (pbk.).$3.95.
384.6 G975
Teaches students applied alphabetical-order skills, six clues to finding a phone number, how to use the yellow pages, and what is found in the index. Exercises. Reading level: 2.0-2.6

Need a doctor?, Lappin, Myra A. and Feinglass, Sanford J. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510588 (pbk.).$3.95.
362.10973 L316
Covers how to make an appointment, what to ask the doctor, how to explain symptoms, and how to follow the doctor's advice. Reading level: 2.0-2.6

Reading a newspaper, Larned, Phyllis and Randall, Nicholas J. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 091551026X (pbk.).$3.95.
428 L325
Includes identifying main ideas and supporting details, locating features, and reading various types of advertising. Reading level: 2.0-2.6

Choices in your life, McKenzie, Marian. iii, 28 p. New York, N.Y: Cambridge Book Co, c1983. 0842896201 (pbk.).$2.10.
153.83 M157
Stories about making difficult choices. Reading level: 3.0-4.0

Decisions in your life, McKenzie, Marian. iii, 25 p. New York, N.Y: Cambridge Book Co, c1983. 0842896198 (pbk.).$2.10.
153.83 M157
Stories about decision making. Reading level: 2.0-3.0

English spoken here, getting started, Messec, Jerry L. and Kranich, Roger E. 153 p. New York: Cambridge Book Company, c1982. 0842808507.$5.75.
428 M584
This competency-based worktext uses conversational English to describe how to use the phone, use maps, follow directions, ask for information, use a calendar, etc. Reading level: ESL

English spoken here, life in the United States, Messec, Jerry L. and Kranich, Roger E. iv, 153 p. New York: Cambridge Book Company, c1982. 0842808531 (pbk.).$5.75.
428 M584
Competency-based activities to help students adjust to living in the U.S. Reading level: ESL

Time cards and paychecks, Rand, Kenneth J. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510502 (pbk.).$3.95.
331.2 R186
Students learn the entire hourly pay process beginning with the nature and function of time cards and the various ways of calculating and recording time. Reading level: 2.5-2.8

Clothing language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1979. 0915510332 (pbk.).$3.45.
428 R529
Teaches 80 words or phrases associated with clothing.
Reading level: vocabulary

Entertainment language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1979. 0915510340 (pbk.).$3.45.
428 R529
Teaches 80 words or phrases associated with entertainment.
Reading level: vocabulary

Restaurant language : a survival vocabulary, Richey, Jim. 46 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510294 (pbk.).$3.45.
428.42 R529
Presents 80 words or phrases associated with restaurants.
Reading level: vocabulary

Supermarket language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510278 (pbk.).$3.45.
428.42 R529
Presents 80 words or phrases associated with supermarkets and grocery shopping. Reading level: vocabulary

Getting around cities and towns, Roderman, Winifred Ho. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1979. 0915510308 (pbk.).$3.95.
428 R688
How to read building directories, compass directions, street maps, bus routes, and more. Reading level: 2.0-2.6

Reading schedules, Roderman, Winifred Ho. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510235 (pbk.).$3.95.
428 R688
Students learn to read time and understand abbreviations on calendars, bus schedules, class schedules, and movie and tv listings. Reading level: 2.0-2.6

Reading and following directions, Roderman, Winifred Ho. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510251 (pbk.).$3.95.
428 R688
Starts with one-step directions and progresses to directions of two or more steps. Reading level: 2.0-2.6

Building real life English skills, Starkey, Carolyn Morton and Penn, Norgina Wright. 329 p. Lincolnwood, Ill El Toro, CA: National Textbook Co Wieser Educational [distributor], c1984. $12.95.
428.24 S795
Worktext contains sections on reading labels, following directions, reading newspapers, legal documents, writing letters, reference skills, basic writing, and more. Teacher's guide. Reading level: 5.0

Filling out forms, Stein, Wendy. 78 p. Syracuse, N.Y: New Readers Press, c1986. 0883363879 (pbk.).$3.75.
651.29 S819
Offers pointers on how to answer questions on applications. Exercises. Reading level: 6.0

Understanding yourself, Udvari, Stephen S. Rev. ed. 96 p. Austin, Tex: Steck-Vaughn, c1978. 0811406709 (pbk.).$4.08.
155.2 U21 1978
Basic information on psychology of self and personality. Reading level: 4.0-6.0

Your family, Udvari, Stephen S. Rev. ed. 96 p. Austin, Tex: Steck-Vaughn, c1978. 0811406733 (pbk.).$4.08.
158.24 U21 1978
Information on understanding and getting along within a family setting. Reading level: 4.0-6.0

Basic skills around the house : lesson sheets on long-run spirit masters, Young, Eleanor R. 24 duplicating masters. Fairfield, N.J El Toro, CA: Cebco Standard Wieser Educational [distributor], c1974. $8.95.
371.9 Y71
Designed to develop skills that will be useful for ordinary activities in the home: using a telephone book, telling time, using a calendar, writing checks, and keeping young children safe. Includes duplicating masters for tutors to use with students. Reading level:

Basic skills in getting around : lesson sheets on long-run spirit masters, Young, Eleanor R. 6 p., 24 duplication masters. [Fairfield, N.J.] El Toro, CA: Cebco Wieser Educational [distributor], c1974. $8.95.
910 Y71
Discusses driver's license, road signs, parking meters, compass directions, maps, time-tables, etc. Reading level:

Basic skills in filling out forms : lesson sheets on long-run spirit masters, Young, Eleanor R. vii p., 24 duplication masters. [Fairfield. N.J.?] El Toro, CA: Cebco Wieser Educational [distributor], c1980. $8.95.
651.29 Y71
Practice in printing and writing, subscription forms, change of address, driver's license, loan applications, Social Security, etc. Includes 24 spirit masters. Reading level:

Basic skills in following directions : lesson sheets on long- run spirit masters, Young, Eleanor R. 7 p., 24 duplication masters. Chatsworth, CA El Toro, CA: Opportunities for Learning, Inc Wieser Educational [distributor], 1987. 086703193X (pbk.).$8.95.
374 Y71 1987
Directions on tests, recipes, charts, packages, as well as directions for appliances and making things.

English as a Second Language

Entry to English, Beal, Kathleen Kelley. 4 v. English as a second language. Austin, Tex: Steck-Vaughn Co., c1982. 0811410129 (pbk.).$3.69/volume.
428.2407 B366
For students who have little or no literacy in their own langauge. Suggestions for listening and speaking activities. Reading level: 0+, ESL

Great American stories : an ESL/EFL reader : beginning-intermediate to intermediate levels, Draper, C. G. v. Englewood Cliffs, N.J: Prentice-Hall, c1985-. 0133637484 (pbk. : v. 1).$4.75.
428.64 D765
Adaptations of classic American short stories. Reading level: ESL

Steps to U.S. citizenship, Flynn, Eleanor G. and Sellen, Jane B. x, 86 p. Austin, Tex: Steck-Vaughn Co, c1985. 0811411184 (pbk.).$3.36.
323.62 F648
Provides the foundation to help the alien resident through the naturalization process. Practice in completing required forms. Reading level: ESL, 5.0-6.0

English spoken here, health and safety, Messec, Jerry L. and Kranich, Roger E. 156 p. New York: Cambridge Book Company, c1982. 0842808523.$5.75.
428 M562
Part of the English Spoken Here series, this book describes how to talk with the doctor, act in an emergency situation, use medicines correctly, etc. Reading level: ESL

English spoken here, getting started, Messec, Jerry L. and Kranich, Roger E. 153 p. New York: Cambridge Book Company, c1982. 0842808507.$5.75.
428 M584
This competency-based worktext uses conversational English to describe how to use the phone, use maps, follow directions, ask for information, use a calendar, etc. Reading level: ESL

English spoken here, life in the United States, Messec, Jerry L. and Kranich, Roger E. iv, 153 p. New York: Cambridge Book Company, c1982. 0842808531 (pbk.).$5.75.
428 M584
Competency-based activities to help students adjust to living in the U.S. Reading level: ESL

Your first job : putting your English to work, Prince, David W. and Gage, Julia Lakey. x, 117 p. Englewood Cliffs, N.J: Prentice-Hall, c1986. 0139785035 (pbk.).$7.25.
428.24 P954
An introduction to business and technical English. Exercises. Reading level: ESL

Fiction

Chance of a lifetime, Abbott, Jennie. 62 p. Double fastback romance. Belmont, CA: Fearon, c1987. 0822423820 (pbk.).$2.75.
F A132
Young adult romance. Reading level: 4.5-5.0

Good-bye and hello, Abbott, Jennie. 62 p. Double fastback romance. Belmont, Calif: Fearon, c1987. 0822423774 (pbk.).$2.75.
F A132
Young adult romance. Reading level: 4.5-5.0

Love in bloom, Abbott, Jennie. 60 p. Double fastback romance. Belmont, Calif: Fearon, c1987. 0822423804 (pbk.).$2.75.
F A132
Young adult romance. Reading level: 4.5-5.0

A second look, Abbott, Jennie. 61 p. Belmont, Calif: Fearon, c1987. 0822423855 (pbk.).$2.75.
F A132
Young adult romance. Reading level: 4.5-5.0

Pride and prejudice, Austen, Jane. 61 p. Pocket classics, C59. West Haven, Connecticut: Academic Industries, 1984. $1.80.
F A933
Classic tale of the Bennett family in England. Comic strip format. Reading level:

Break away, Bledsoe, Lucy Jane. 60 p. Double fastback sports. Belmont, Calif: Fearon, c1987. $2.75.
F B646
A young woman is determined to be a champion bike racer. Reading level: 4.5-5.0

The experiment, Brandner, Gary. 58 p. Belmont, Calif: Fearon, c1987. 0822423316.$2.75.
F B818
Chilling tale of horror. Reading level: 4.5-5.0

Mind grabber, Brandner, Gary. 62 p. Belmont, Calif: Fearon, c1987. 0822423359.$2.75.
F B818
Horror story. Reading level: 4.5-5.0

Time for a change, Cebulska, Marcia. 30 p. New York: Cambridge Book Co, c1983. 0842896066 (pbk.).$2.10.
F C387
Stories about people going through changes in their lives. Reading level: 2.0-3.0

Don Quixote, Cervantes Saavedra, Miguel de. 61 p. Pocket classics, C51. West Haven, Connecticut: Academic Industries, 1984. 0883017504.$1.80.
J C419
Classic tale of the quest of Don Quixote told in comic strip format. Reading level:

Vanished, Colby, Robert. 61 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. 0822423677 (pbk.).$2.75.
F C686
Mystery story. Reading level: 4.5-5.0

The life of Lucy Fern, Crone, Moira. 2 v. New York: Cambridge Book Co, c1983. 0842896007 (pbk. : v.1 - v.2).$2.10/vol.
F C947
The story of a young Indian woman. Reading level: 2.0-3.0

Robinson Crusoe, Defoe, Daniel. 61 p. Pocket classics, C45. West Haven, Connecticut: Academic Industries, 1984. 088301744X.$1.80.
J D315
Classic island adventure retold in comic strip format. Reading level:

A Christmas carol, Dickens, Charles. 61 p. West Haven, Conn: Academic Industries, 1984. 0883017377.$1.80.
J D548
Tale of Tiny Tim and Scrooge retold in comic strip format. Reading level:

Great Expectations, Dickens, Charles. 61 p. Pocket classics, C52. West Haven, Conn: Academic Industries, 1984. 0883017512.$1.80.
J D548
Classic tale told in comic strip format. Reading level:

Oliver Twist, Dickens, Charles. 61 p. Pocket classics, C58. West Haven, Conn: Academic Industries, 1984. 0883017571.$1.80.
J D548
Classic retold in comic strip format. Reading level:

A tale of two cities, Dickens, Charles. 61 p. Pocket classics, C22. West Haven, Conn: Academic Industries, 1984. 0883017210.$1.80.
J D548
Classic tale retold in comic strip format. Reading level:

The three musketeers, Dumas, Alexandre. 61 p. Pocket classics, C23. West Haven, Connecticut: Academic Industries, 1984. 0883017229.$1.80.
J D886
Classic tale of the French adventurers told in comic strip format. Reading level:

Break-in, Eisenberg, Lisa. 74 p. Belmont, Calif: Pitman Learning, Inc, c1984. 0822462613.$3.24.
F E36
Another case for Officers Hall and Brightwater. Reading level: 3.5-4.0

Hit man, Eisenberg, Lisa. 74 p. Belmont, Calif: Fearon Education, c1984. 0822462621.$3.24.
F E36
Officers Hall and Brightwater investigate another case. Reading level: 3.5-4.0

Kidnap!, Eisenberg, Lisa. 74 p. Belmont, Calif: Fearon Education, c1984. 082246263X.$3.24.
F E36
Officers Hall and Brightwater are involved in another case. Reading level: 3.5-4.0

Murder behind the wheel, Eisenberg, Lisa. 74 p. Belmont, Calif: Fearon Education, c1984. 0822462648.$3.24.
F E36
Another case for Officers Hall and Brightwater. Reading level: 3.5-4.0

On the run, Eisenberg, Lisa. 74 p. Belmont, Calif: Fearon Education, c1984. 0822462656.$3.24.
F E36
Officers Hall and Brightwater work on a case. Reading level: 3.5-4.0

The payoff game, Eisenberg, Lisa. 75 p. Belmont, Calif: Fearon Education, c1984. 0822462664.$3.24.
F E36
Officers Hall and Brightwater investigate a protection racket and are led deep into danger. Reading level: 3.5-4.0

A long road, Galan, Fernando Javier. 30 p. New York: Cambridge Book Co, c1983. 084289604X (pbk.).$2.10.
F G146
The story of an undocumented worker from Mexico living and working in Texas. Reading level: 2.0-3.0

One summer, Galan, Fernando Javier. 27 p. New York: Cambridge Book Co, c1983. 0842896058 (pbk.).$2.10.
F G146
Young men in a New York halfway house. Reading level: 3.0-4.0

The bird, Gersdorf, A. G. 59 p. Belmont, Calif: Fearon, c1987. 0822423278.$2.75.
F G379
Chilling tale of horror. Reading level: 4.5-5.0

Fun house, Girard, Ken. 60 p. Belmont, Calif: Fearon, c1987. 0822423332.$2.75.
F G517
Horror tale. Reading level: 4.5-5.0

Weekend vacation, Girard, Ken. 58 p. Belmont, Calif: Fearon, c1987. 0822423367.$2.75.
F G517
A family's stay at an isolated motel is terrifying.
Reading level: 4.5-5.0

Dirt rider, Greene, Janice. 60 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423944 (pbk.).$2.75.
F G811
Environmentalists and dirt bikers clash over a wilderness area. Reading level: 4.5-5.0

Fast forward, Greene, Janice. 61 p. Belmont, Calif: Fearon, c1987. 0822423324.$2.75.
F G811
Horror tale. Reading level: 4.5-5.0

These are your neighbors, Halpern, Barbara. 41 p. New York: Cambridge Book Co, c1983. 0842896147 (pbk.).$2.10.
F H195
Descriptions of people from different cultures. Reading level: 3.0-4.0

The return of the native, Hardy, Thomas. 61 p. Pocket classics, C44. West Haven, CT: Academic Industries, c1985. 0883017431.$1.80.
J H272
Classic retold in comic strip format. Reading level:

The hunchback of Notre Dame, Hugo, Victor. 61 p. Pocket classics, C15. West Haven, Conn: Academic Industries, 1984. 0883017148.$1.80.
J H892
Classic French tale retold in comic strip format. Reading level:

The big time, Lane, Bradley. 59 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423901 (pbk.).$2.75.
F L265
A rookie and a veteran struggle to stay in the majors. Reading level: 4.5-5.0

The beast, Laymon, Richard. 61 p. Belmont, Calif: Fearon, c1986. 0822465027 (pbk.).$2.63.
F L427
Tale of a strange occurrence. Reading level: 4.5-5.0

Halloween hunt, Laymon, Richard. 60 p. Belmont, Calif: Fearon, c1987. 0822423340.$2.75.
F L427
A tale of horror. Reading level: 4.5-5.0

The night creature, Laymon, Richard. 61 p. Belmont, Calif: Fearon, c1986. 0822465019 (pbk.).$2.63.
F L427
A vampire chases a psychic. Reading level: 4.5-5.0

The return, Laymon, Richard. 61 p. Belmont, Calif: Fearon, c1986. 0822465035 (pbk.).$2.63.
F L427
Tale of a strange occurrence. Reading level: 4.5-5.0

Thin air, Laymon, Richard. 61 p. Belmont, Calif: Fearon, c1986. 0822465043 (pbk.).$2.63.
F L427
Rescue mission in a parallel universe. Reading level: 4.5-5.0

Coming home, Liberatore, Karen. 59 p. Belmont, Calif: Fearon, c1987. 0822423286.$2.75.
F L695
A tale of horror. Reading level: 4.5-5.0

Brannigan's folly, Lorimer, Janet. 61 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. $2.75.
F L872
Mystery tale. Reading level: 4.5-5.0

Deadly rose, Lorimer, Janet. 61 p. Belmont, Calif: Fearon, c1987. 0822423294.$2.75.
F L872
A tale of horror. Reading level: 4.5-5.0

The dollhouse, Lorimer, Janet. 61 p. Belmont, Calif: Fearon, c1987. 0822423308.$2.75.
F L872
Horror story. Reading level: 4.5-5.0

Family reunion, Lorimer, Janet. 62 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. 0822423634 (pbk.).$2.75.
F L872
A tale of mystery and intrigue. Reading level: 4.5-5.0

The glory girl, Lorimer, Janet. 59 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423952 (pbk.).$2.75.
F L872
A fencer's attitude to win at any cost jeopardizes her team. Reading level: 4.5-5.0

The night marchers, Lorimer, Janet. 61 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. 0822423650 (pbk.).$2.75.
F L872
A tale of suspense. Reading level: 4.5-5.0

The Devlin affair, Marlowe, Dan J. 60 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. 0822423626 (pbk.).$2.75.
F M349
A tale of mystery. Reading level: 4.5-5.0

The hitter, Marlowe, Dan J. 61 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423960 (pbk.).$2.75.
F M349
A minor league scout helps a young man reach the big leagues. Reading level: 4.5-5.0

The mudder, Marlowe, Dan J. 61 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423979 (pbk.).$2.75.
F M349
A college running back puts his special talent to good use. Reading level: 4.5-5.0

The sixth man, Marlowe, Dan J. 61 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423987 (pbk.).$2.75.
F M349
A high school basketball player must adapt to being second string. Reading level: 4.5-5.0

Death at the border, Matthews, Clayton. 59 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. 0822423618 (pbk.).$2.75.
F M438
Mystery story. Reading level: 4.5-5.0

Billy Budd, Melville, Herman. 61 p. Pocket classics, C49. West Haven, Conn: Academic Industries, 1984. 0883017482.$1.80.
J M531
Tale of a young seaman retold in comic strip format.
Reading level:

Moby Dick, Melville, Herman. 61 p. Pocket classics, C7. West Haven, Connecticut: Academic Industries, 1984. 0883017067.$1.80.
J M531
Classic tale of the sea retold in comic strip format.
Reading level:

The Maine forest, Merchant, Roger L. v, 24 p. New York: Cambridge Book Co, c1983. 0842896112 (pbk.).$2.10.
F M554
Stories about people who live and work in the forest.
Reading level: 2.0-3.0

The lost train, Middleton, Robert. 59 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. 0822423642 (pbk.).$2.75.
F M629
Suspense story. Reading level: 4.5-5.0

A day at a time, Miner, Jane Claypool and Schroeder, Howard. Fearon Education ed. 62 p. Belmont, Calif: David S. Lake Publishers, c1982. 0822416514 (pbk.).$3.34.
J M664
A family coping with an alcoholic father. Reading level: 2.3-4.5

Miracle of time, Miner, Jane Claypool and Schroeder, Howard. Fearon Education ed. 63 p. Belmont, Calif: David S. Lake Publishers, c1982. 0822416522 (pbk.).$3.34.
J M664
A teenager tries to make an adopted sister feel she belongs with the family. Reading level: 2.3-4.5

Mountain fear, Miner, Jane Claypool and Schroeder, Howard. Fearon Education ed. 63 p. Belmont, Calif: David S. Lake Publishers, c1982. 0822416530 (pbk.).$3.33.
J M664
A boy must learn to cope with the death of his twin brother.
Reading level: 2.3-4.5

She's my sister, Miner, Jane Claypool and Schroeder, Howard. Fearon Education ed. 63 p. Belmont, Calif: David S. Lake Publishers, c1982. 0822416557.$3.33.
J M664
After 10 years at an institution, Mary Lou's retarded sister returns home. Mary Lou must choose between her need for peer acceptance and her love for her sister. Reading level: 2.3-4.5

Split decision, Miner, Jane Claypool and Schroeder, Howard. Fearon Education ed. 63 p. Belmont, Calif: David S. Lake Publishers, c1982. 0822416565 (pbk.).$3.33.
J M664
When her parents decide to divorce, 16 year old Ann must decide with which parent she will live. Reading level: 2.3-4.5

Voices in the night, Napoli, Tony. 62 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. 0822423685 (pbk.).$2.75.
F N216
Mystery tale. Reading level: 4.5-5.0

The Sleepers, Nussman, Alf. 61 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. 0822423669 (pbk.).$2.75.
F N975
Tale of mystery and suspense. Reading level: 4.5-5.0

The scarlet pimpernel, Orczy, Emmuska Orczy and Baroness. 61 p. Pocket classics, C46. West Haven, Conn: Academic Industries, 1984. 0883017458.$1.80.
J O64
Classic tale retold in comic strip format. Reading level:

The actress, Rosensteel, Mary C. 62 p. Double fastback mystery. Belmont, Calif: Fearon, c1987. 0822423596 (pbk.).$2.75.
F R815
Mystery tale. Reading level: 4.5-5.0

The rivals, Rosensteel, Mary C. 59 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423995 (pbk.).$2.75.
F R815
Two long-time friends become bitter tennis rivals. Reading level: 4.5-5.0

Ivanhoe, Scott, Walter and Sir. 61 p. Pocket classics, C40. West Haven, Connecticut: Academic Industries, 1984. 0883017393.$1.80.
J S431
Classic romance retold in comic strip format. Reading level:

Frankenstein, Shelley, Mary Wollstonecraft. 61 p. Pocket classics, C5. West Haven, Connecticut: Academic Industries, 1984. 0883017040.$1.80.
J S545
Classic horror tale of the monster retold in comic strip format. Reading level:

Casey's claw, St. Vincent, David. 61 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423928.$2.75.
F S155
A veteran hockey player tries to turn around a losing team. Reading level: 4.5-5.0

Dr. Jekyll and Mr. Hyde, Stevenson, Robert Louis. 61 p. Pocket classics, C3. West Haven, Conn: Academic Industries, 1984. 0883017024.$1.80.
J S845
Classic tale retold in comic strip format. Reading level:

Kidnapped, Stevenson, Robert Louis. 61 p. Pocket classics, C18. West Haven, Connecticut: Academic Industries, 1984. 0883017172.$1.80.
J S848
Classic adventure tale retold in comic strip format. Reading level:

Treasure Island, Stevenson, Robert Louis. 61 p. Westhaven, Conn: Academic Industries, 1984. 0883017105.$1.80.
J S845
Classic adventure tale retold in cartoon format. Reading level:

Dracula, Stoker, Bram. 61 p. Pocket classics, C4. West Haven, Connecticut: Academic Industries, 1984. 0883017032.$1.80.
J S874
Classic vampire tale retold in comic strip format. Reading level:

Gulliver's travels, Swift, Jonathan. 61 p. Westhaven, Conn: Academic Industries, 1984. 088301713X.$1.80.
J S977
Classic tale retold in comic strip format. Reading level:

Kiss and make up, Turner, T. P. 61 p. Double fastback romance. Belmont, Calif: Fearon, c1987. 0822423847 (pbk.).$2.75.
F T953
Young adult romance. Reading level: 4.5-5.0

A love to share, Turner, T. P. 61 p. Double fastback romance. Belmont, Calif: Fearon, c1987. 0822423863 (pbk.).$2.75.
F T953
Young adult romance. Reading level: 4.5-5.0

Never too late, Turner, T. P. 61 p. Double fastback romance. Belmont, Calif: Fearon, c1987. 0822423790 (pbk.).$2.75.
F T953
Young adult romance. Reading level: 4.5-5.0

The road to love, Turner, T. P. 61 p. Double fastback romance. Belmont, Calif: Fearon, c1987. $2.75.
F T953
Young adult romance. Reading level: 4.5-5.0

Willie's choice, Warren, William. 59 p. Double fastback sports. Belmont, Calif: Fearon, c1987. 0822423936 (pbk.).$2.75.
F W294
A veteran boxer is pressured to throw his last fight.
Reading level: 4.5-5.0

Follow your dream, White, Nancy. 59 p. Double fastback romance. Belmont, Calif: Fearon, c1987. 0822423839 (pbk.).$2.75.
F W586
Young adult romance. Reading level: 4.5-5.0

No secrets, White, Nancy. 59 p. Double fastback romance. Belmont, Calif: Fearon, c1987. 0822423812 (pbk.).$2.75.
F W586
Young adult romance. Reading level: 4.5-5.0

Health, Nutrition, & Safety

Can you give first aid?, Bontrager, Frances M. Rev. ed. 32 p. Syracuse, N.Y: New Readers Press, 1979, c1969. 0883363615 (pbk.).$1.50.
616.0252 B722 1979
Describes how to treat cuts, burns, bruises, and bites, as well as life saving techniques such as the Heimlich maneuver and artificial respiration. Reading level: 4.3

Help! : first steps to first aid, Canario, Jack; Mathias, Marilynne; Potter, Gary and Cervenak, Tom. 65 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510464 (pbk.).$3.95.
614.88 C213
Prepares students to handle 10 common medical emergencies. Reading level: 2.0-2.6

Food & nutrition, 3 v. Hayward, Calif El Toro, CA: Janus Books Wieser Educational [distributor], c1986. 0881020338 (set).$14.95/vol.
640.711 F686
Set includes "Measuring for Cooking," "Reading & Following Recipes," and "Planning Healthy Meals." Each volume contains duplicatable activity sheets for students. Reading level: 2.0-2.8

Need a doctor?, Lappin, Myra A. and Feinglass, Sanford J. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510588 (pbk.).$3.95.
362.10973 L316
Covers how to make an appointment, what to ask the doctor, how to explain symptoms, and how to follow the doctor's advice. Reading level: 2.0-2.6

English spoken here, health and safety, Messec, Jerry L. and Kranich, Roger E. 156 p. New York: Cambridge Book Company, c1982. 0842808523.$5.75.
428 M562
Part of the English Spoken Here series, this book describes how to talk with the doctor, act in an emergency situation, use medicines correctly, etc. Reading level: ESL

Drugstore language : a survival vocabulary, Richey, Jim. 46 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510286 (pbk.).$3.45.
428.42 R529
Presents 80 words or phrases common to a drug store setting.
Reading level: vocabulary

Medical language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510480 (pbk.).$3.45.
610.14 R529
Teaches 80 words or phrases common to a medical setting.
Reading level: vocabulary

Food & fitness, Snowman, Margaret Knight. 94 p. Syracuse, N.Y: New Readers Press, [c1986]. 0883365472 (pbk.).$3.95.
613.2 S674
Guidebook to the five basic food groups. Includes eating disorders, nutritional needs of men and women, body building and weight control, and more. Index. Reading level: 5.2

Understanding yourself, Udvari, Stephen S. Rev. ed. 96 p. Austin, Tex: Steck-Vaughn, c1978. 0811406709 (pbk.).$4.08.
155.2 U21 1978
Basic information on psychology of self and personality.
Reading level: 4.0-6.0

Health, safety and sanitation, Udvari, Stephen S. and Laible, Janet. Rev. ed. 96 p. Austin, Tex: Steck-Vaughn, c1978. 0811406717 (pbk.).$4.08.
613 U21 1978
Basic information on health, safety, and sanitation.
Reading level: 4.0-6.0

History & Government

March toward freedom : a history of Black Americans, Banks, James A. 2d, rev. ed. iv, 194 p. Belmont, Calif: David S. Lake, c1978. 0822444062.$9.00.
917.309 B218 1978
Traces the history of blacks in America from the early days of the slave trade to the present day. Index. Reading level: 6.0

Mississippi : the land and the people, Bettersworth, John Knox. vii, 376 p. Austin, Tex: Steck-Vaughn Co., c1981. 0811408698.$8.88.
MS 976.2 B565
Presents the history of Mississippi. Index, maps.
Reading level: 9.0

Steps to U.S. citizenship, Flynn, Eleanor G. and Sellen, Jane B. x, 86 p. Austin, Tex: Steck-Vaughn Co, c1985. 0811411184 (pbk.).$3.36.
323.62 F648
Provides the foundation to help the alien resident through the naturalization process. Practice in completing required forms. Reading level: ESL, 5.0-6.0

Inventions and discoveries, Hurst, John A. 76 p. Lake Bluff, Ill: Quality Books, 1987. 0891961321 (pbk.).$7.95.
428.62 H966
Historical sketches of such inventions as matches, oil wells, plows, and the vacuum cleaner. Reading level: 3.0

More inventions and discoveries, Hurst, John A. 78 p. Lake Bluff, Ill: Quality Books, 1987. 0891961356 (pbk.).$7.95.
428.62 H966
Historical sketches of the development of such inventions as X-rays, the lie detector, the microphone, and television. Reading level: 4.0

Anthropology : the story of people, Kerewsky-Halpern, Barbara. iii, 44 p. New York, N.Y: Cambridge, c1983. 0842896139 (pbk.).$2.10.
572 K39
Explains anthropology, archaeology, and linguistics in easy terms. Reading level: 4.0-5.0

The Americans since 1914 : Yank, flyer, G.I., robot, Larned, Phyllis. [1987] ed. 64 p. Castro Valley, Calif El Toro, CA: Quercus Corp Wieser Educational [distributor], c1987. 0912925477 (pbk.).$4.50.
973.9 L325 1987
Presents World War I through the Cold War and the civil rights movement to the start of automation. Maps, worktext. Reading level: 2.4

Industrial giant : richman, poorman, cattleman, woman, Larned, Phyllis. [1988] ed. 64 p. Castro Valley, Calif El Toro, CA: Quercus Corp Wieser Educational [distributor], c1988. $4.50.
973.8 L325 1988
Explores the time between the Civil War and World War I, the causes and growth of industrialization, significance of the Civil War, and development of machinery. Reading level: 2.4

Statehood, the West, and Civil War : founder, pioneer, Yankee, rebel, Larned, Phyllis. [1987] ed. 64 p. Castro Valley, CA El Toro, CA: Quercus Corp Wieser Educational [distributor], c1987. $4.50.
973.4 L325 1987
Covers U.S. history for the period following the Revolution through the Civil War. Reading level: 2.4

To the new land : Indian, sailor, pirate, trader, Larned, Phyllis. 64 p. Castro Valley, Calif El Toro, CA: Quercus Corp Wieser Educational [distributor], c1987. 0912925434 (pbk.).$4.50.
973.1 L325
Discusses the life of the Indians, the explorers from Europe, and pirates and traders. Index. Reading level: 2.4

Government at work : from City Hall to State Capitol, Lefkowitz, William and Uhlich, Richard. 80 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1982. 0915510731 (pbk.).$5.95.
320.973 L493
Reviews the foundations of democracy and relates these principles to the workings of state and local governments. Index. Reading level: 2.5

It's our government : Congress, the President, and the courts, Lefkowitz, William and Uhlich, Richard. 95 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1982. 0915510723 (pbk.).$5.95.
320.973 L493
Focuses on the foundations of democracy in the U.S. and how the federal government works. Complete overview of the three branches of government. Reading level: 2.5

Participating in government, Nuttall, Linda Renae. [1988] ed. 64 p. Castro Valley, Calif El Toro, CA: Quercus Corp Wieser Educational [distributor], c1988. 1555550142 (pbk.).$4.50.
323.65 N979 1988
Involves students in government processes. Students can examine issues, form opinions, and discover ways to express their opinions. Reading level: 2.2

A nation grows, Peck, Ira; Jantzen, Steven; Rosen, Daniel and Scholastic, Inc. 2nd ed. vii, 432 p. Scholastic American adventures. [New York?]: Scholastic, Inc, c1987. 059034840X (Book 2).$10.20.
973 P366 1987
Focuses on events and people in U.S. history since 1877. Graphics, maps, and charts. Reading level: 7.0

A trip through time, Salvucci, Donald. v, 40 p. New York: Cambridge Book Co, c1983. 0842896155.$2.10.
974.482 S186
U.S. history through the turn of the century. Reading level: 4.0-5.0

A Nation develops, Scholastic, Inc. 2nd ed. vii, 343 p. Scholastic American adventures. [New York?]: Scholastic, Inc, c1987. 0590348396 (pbk.).$10.20.
973 N277 1987
Focuses on events and people in U.S. history to 1877. Graphics, maps, and charts. Reading level: 7.0

Foundations in history, Schwach, Howard. 4 v. Chatsworth, CA: Opportunities for Learning, c1982. 0867030097 (book 1).$5.95/vol.
973 S398
Series of worktexts covering U.S. history from exploration up to the Reagan Administration. Includes "Building a Nation," "Road to Disunity," "A Nation Grows," and "Modern America." Maps, illustrations, timelines. Reading level: 4.0

Government is news : studying the Constitution, Scott, Corinn Codye. Rev. ed. 64p. Castro Valley, Calif El Toro, CA: Quercus Corp Wieser Educational [distributor], 1987. 0912925507 (pbk.).$4.50.
342.73 S425 1987
Uses daily news stories to explain the structure and function of federal government, including the separation of powers, checks and balances, the Articles of the Constitution, and the Bill of Rights. Reading level: 2.4

Your rights and the law, Silveira, Ted. 75 p. Belmont, Calif El Toro, CA: Fearon Education Wieser Educational [distributor], c1985. 0822476800 (pbk.).$4.95.
J342 S587
Examines how the constitutional amendments and civil rights laws protect the individual's freedoms and guarantee equal treatment for all people. Includes a discussion of historical court cases and review questions. Reading level: 4.0

Being an informed citizen, Udvari, Stephen S. Rev. ed. 80 p. Austin, Tex: Steck-Vaughn, c1978. 0811406652 (pbk.).$4.08.
323 U21 1978
Discusses being a good citizen. Reading level: 4.0-6.0

Government in Mississippi, Walker, Thomas G. and Walker, Betty Driver. iv, 124 p. Austin, Tex: Steck-Vaughn, c1981. 0811407608 (pbk.).$3.45.
MS 353.9762 W185
Presents the history and operations of Mississippi government. Index. Reading level: 7.0-9.0

Insurance

Insuring yourself, Bywater, Sharon. 48 p. To the point on money management. Syracuse, NY: New Readers Press, c1980. 0883367157 (pbk.).$2.95.
368 B998
How to insure oneself with different types of coverage. Cartoons, discussion questions, and worksheets. Reading level: 3.0-4.0

Becoming a driver, Grebel, Rosemary and Pogrund, Phyllis. 2nd ed. 63 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 091551057X (pbk.).$3.95.
629.28307 G788 1981
How to shop for auto insurance, get repair estimates, report an accident, and more. Reading level: 2.0-2.6

Insure yourself : a guide to insurance, Snyder, Sarah. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1984. 0881020168 (pbk.).$3.95.
368 S675
Explains the concept of insurance. Auto, health, homeowner, and life insurance are examined. Reading level: 2.5

Becoming a car owner, Stein, Wendy. 64 p. Syracuse, NY: New Readers Press, c1986. 0883364565 (pbk.).$4.95.
629.2222 S819
Helps the reader decide whether to buy a new or used car, how to shop for a car, how to find a service station, and how to insure a car. Index. Reading level: 5.0

Job Skills

Don't get fired : 13 ways to hold your job, Anema, Durlynn. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510243 (pbk.).$3.95.
428 A578
Thirteen stories portray young employees who jeopardize their jobs by exhibiting laziness, irresponsibility, dishonesty, or other traits that could lead to dismissal. Reading level: 2.5-2.8

Get hired! : 13 ways to get a job, Anema, Durlynn. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1979. 0915510359 (pbk.).$3.95.
650.14 A578
Thirteen tips for getting a job. Reading level: 2.5-2.8

Finding a job, DeCaprio, Annie. 128 p. Austin, Tex: Steck-Vaughn, c1982. 0811408671 (pbk.).$3.36.
650.14 D291
Develops critical reading skills through adult situations. Features job seeking and interview skills. Exercises.
Reading level: 1.0-2.0

How to get a job and keep it, Goble, Dorothy Y. 3rd ed. iii, 92 p. Austin, Tex: Steck-Vaughn, c1985. 0811415740 (pbk.).$3.36.
650.14 G575 1985
Lists procedures, requirements, and rules for getting and keeping a good job. Contains information on how to get a Social Security card. Worktext. Reading level: 5.0-6.0

Janus job application file, Kahn, Charles; Tong, Robert and Jew, Wing. 4th ed. 64 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1987. 0881020893 (pbk.).$3.95.
331.128 K12 1987
Practice for completing job applications. Reading level: 2.5-2.8

Janus job interview guide, Livingstone, Arnold. 2nd ed. 80 p. Hayward, Calif El Toro, CA: Janus Wieser Educational [distributor], 1977. 0915510154 (pbk.).$3.95.
650.14 L788 1977
Introduces students to basics of interviewing and presents 15 sample interviews. Reading level: 2.5-2.8

On the job : readings in real-life competencies, Mikulecky, Larry and Drew, Rad. 2 v. New York: Cambridge, c1986-. 084280160X (pbk. : v. 1) 0842801618 (pbk. : v. 2).$4.25/vol.
651 M636
Presents realistic situations illustrating how entry-level employees integrate reading, writing, and comprehension skills to solve problems and accomplish their work.
Reading level: 4.0-5.0, vol. 1; 5.0-6.0, vol. 2

Your first job : putting your English to work, Prince, David W. and Gage, Julia Lakey. x, 117 p. Englewood Cliffs, N.J: Prentice-Hall, c1986. 0139785035 (pbk.).$7.25.
428.24 P954
An introduction to business and technical English. Exercises. Reading level: ESL

Time cards and paychecks, Rand, Kenneth J. 64 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510502 (pbk.).$3.95.
331.2 R186
Students learn the entire hourly pay process beginning with the nature and function of time cards and the various ways of calculating and recording time. Reading level: 2.5-2.8

Job application language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1978. 0915510227 (pbk.).$3.45.
428 R529
Teaches 80 words or phrases related to job applications and completing them. Reading level: vocabulary

Working with others, Udvari, Stephen S. Rev. ed. 80 p. Austin, Tex: Steck-Vaughn, c1978. 0811406679 (pbk.).$4.08.
302.4 U21 1978
Interpersonal skills for getting along with others in a work environment. Reading level: 4.0-6.0

Basic skills on the job : lesson sheets on long-run spirit masters, Young, Eleanor R. 7 p., 24 duplication masters. Chatsworth, CA El Toro, CA: Opportunities for Learning Wieser Educational [distributor], 1987. 0867031913 (pbk.).$8.95.
650.14 Y71 1987
Covers want ads, writing neatly, the job application, the resume, measuring, pricing, alphabetical order, filing, etc. Includes 24 spirit masters for the tutor to use with the student. Reading level:

Money Management

Personal & family financial planning : strategies for teaching, American Council of Life Insurance. 78 leaves. Washington, D.C: American Council of Life Insurance, [1982]. $2.00.
332.024 P467
Collection of instructional activities designed to teach elements of personal and family financial planning. Contains lesson plans, student materials, and teacher resources. Reading level:

Make your money grow : a guide to savings plans, Beshers, Martha. 64 p. Hayward, CA Alexandria, VA: Janus Book Publishers Miles River Press, c1984. 088102015X.$3.95.
332.1 B554
Teaches students how to investigate alternative savings plans and places, choose a plan, open an account, make a deposit, measure interest, and more. Reading level: 2.5

Be credit-wise : a guide to credit, Bruton, Elsa. 64 p. Hayward, CA Alexandria, VA El Toro, CA: Janus Book Publishers Miles River Press Wieser Educational [distributor], c1984.
0881020176 (pbk.).$3.95.
332.7 B913
Learn about layaways, buying on time, opening accounts, using credit cards, dangers of "easy" credit, and the benefits of using credit. Reading level: 2.5

Using a checking account, Bywater, Sharon. 48 p. Syracuse: New Readers Press, 1980. 0883367122.$2.95.
332.17 B998
Basics of a checking account. Cartoons, discussion questions, and worksheets. Reading level: 3.0

Using credit, Bywater, Sharon. 56 p. Syracuse: New Readers Press, 1980. 0883367149.$2.95.
332.743 B998
Basics of credit. Cartoons, discussion questions, and worksheets. Reading level: 3.0

Pay by check : a guide to checking accounts, Chan, Janis Fisher. 64 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510529 (pbk.).$3.95.
332.175 C454
Sample documents and transactions for practice. Reading level: 2.5

Basic skills in using banks : lesson sheets on long-run spirit masters, MacKenzie, Richard. x p., 24 leaves. [Grand Rapids, Mich.] El Toro, CA: Instructional Fair/ Cebco Wieser Educational [distributor], c1979. $8.95.
332.102 M157
Basic understanding of how the average person can make use of banking services - savings accounts, deposits, withdrawals, interest, loans, money orders, etc. Teacher's guide and spirit masters. Reading level:

Basic skills in using checks : lesson sheets on long-run spirit masters, MacKenzie, Richard. xii p., 24 leaves. [Grand Rapids, Mich.] El Toro, CA: Instructional Fair/Cebco Wieser Educational [distributor], c1979. $8.95.
332.76 M157
Basic understanding of checking accounts - opening accounts, deposits, writing checks, writing money amounts, statements, reconciling, etc. Teacher's guide and spirit masters.
Reading level:

Financial planning, employee benefits, and you : a reading workbook, McCabe, Patrick. 35 p. Washington, D.C: Health Insurance Association of America, [1981]. $.50.
332.024 F491
Student workbook designed to develop reading and financial planning skills. Increases understanding of employee benefits and the way they fit into financial plans.
Reading level:

Banking language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510375.$3.45.
332.1 R529
Teaches 80 words or phrases common to a bank setting. Exercises included. Reading level: vocabulary

Credit language : a survival vocabulary, Richey, Jim. 48 p. Hayward, Calif El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1980. 0915510367 (pbk.).$3.45.
428.42 R529
Presents 80 words or phrases associated with credit.
Reading level: vocabulary

Managing money, Shelton, Elaine. 80 p. Austin, Tex: Steck-Vaughn Co, c1983. 0811408477.$3.36.
640.42 S545
Worktext designed to teach reading and consumer competencies. Answer key. Reading level: 4.0-6.0

Where does the money go?, Spitze, Hazel Taylor and Rotz, Patricia H. 94 p. Austin, Tex: Steck-Vaughn, [1969]. 0811401871 (pbk.).$3.12.
640.42 S761
Basics of budgeting and money management. Reading level: 3.0-4.0

Making a budget, Stein, Wendy. 47 p. To the point on money management. Syracuse, N.Y: New Readers Press, 1980. 0883367130 (pbk.).$2.95.
332.024 S819
Basic information on budgeting. Cartoons, discussion questions, worksheets. Reading level: 3.0

Buying guides, Udvari, Stephen S. and Laible, Janet. Rev. ed. 112 p. Austin, Tex: Steck-Vaughn, c1978. 0811406660 (pbk.).$4.08.
640.73 U21 1978
Tips on shopping and money management. Reading level: 4.0-6.0

Family money management, Udvari, Stephen S. and Laible, Janet. Rev. ed. 96 p. Austin, Tex: Steck-Vaughn, c1978. 0811406725 (pbk.).$4.08.
640.42 U21 1978
Basics of money management. Reading level: 4.0-6.0

Master your money : a guide to budgeting, Wilson, Rachel. 63 p. Hayward, CA El Toro, CA: Janus Book Publishers Wieser Educational [distributor], c1981. 0915510510 (pbk.).$3.95.
640.42 W752
Looks at concepts of variable and fixed expenses, financial planning, disciplined spending, and more. Reading level: 2.5

Basic skills in using money : lesson sheets on long-run spirit masters, Young, Eleanor R. 24 duplicating masters. [Fairfield, N.J El Toro, CA: Cebco Wieser Educational [distributor], c1974. $8.95.
332.4 Y71
Includes coin combinations, vending machines, making change, writing dollars and cents, etc. 24 duplicating spirit masters. Reading level:

Readers

Reading for life : a first book for adults and their tutors, Allen, Virginia French. xvi, 269 p. Wheat Ridge, Colo: Spring Institute for International Studies, c1987. 094072300X (pbk.).$15.00.
428.40715 A431
Leads step-by-step from alphabet to newspapers to books. Includes phonics and sentence information. Index.
Reading level: 0+

Sayings and stories, Cebulska, Marcia. iii, 26 p. New York: Cambridge Book Co, c1983. 0842896228 (pbk.).$2.10.
398 C387
A book of folklore. Reading level: 3.0-4.0

Great American stories : an ESL/EFL reader : beginning-intermediate to intermediate levels, Draper, C. G. v. Englewood Cliffs, N.J: Prentice-Hall, c1985-. 0133637484 (pbk. : v. 1).$4.75.
428.64 D765
Adaptations of classic American short stories. Reading level: ESL

Everyday people, Goldin, Barbara E. 112 p. Austin, Tex: Steck-Vaughn Co., c1984. 0811410196 (pbk.).$3.36.
372.4 G619
Teaches basic reading skills using relevant experiences in the adult world. Bound in answer key. Reading level: 3.0-4.0

What is a crime?, Hansel, Mark V. iii, 26 p. New York: Cambridge Book Co, 1983. 0842896120 (pbk.).$2.10.
364 H249
Stories and essays on criminal justice. Reading level: 3.0-4.0

Stories from the Old Testament, Harralson, David M. v, 39 p. New York: Cambridge Book Co, c1983. 0842896074 (pbk.).$2.10.
221.9 H296
Biblical stories. Reading level: 3.0-4.0

Anthropology : the story of people, Kerewsky-Halpern, Barbara. iii, 44 p. New York, N.Y: Cambridge, c1983. 0842896139 (pbk.).$2.10.
572 K39
Explains anthropology, archaeology, and linguistics in easy terms. Reading level: 4.0-5.0

Art in your home town, Marston, Elsa. v, 24 p. New York, N.Y: Cambridge Book Co, c1983. 0842896163 (pbk.).$2.10.
701.18 M374
Stories about art in the community. Reading level: 2.0-3.0

Choices in your life, McKenzie, Marian. iii, 28 p. New York, N.Y: Cambridge Book Co, c1983. 0842896201 (pbk.).$2.10.
153.83 M157
Stories about making difficult choices. Reading level: 3.0-4.0

Decisions in your life, McKenzie, Marian. iii, 25 p. New York, N.Y: Cambridge Book Co, c1983. 0842896198 (pbk.).$2.10.
153.83 M157
Stories about decision making. Reading level: 2.0-3.0

A light in the dark, Simmons, Judy. 41 p. New York: Cambridge Book Co, c1983. 084289621X (pbk.).$2.10.
818.54 S592
Stories and poems about human relationships. Reading level: 3.0-4.0

Religion

People and their religions, Clarke, Thomas J. 2 v. New York: Cambridge Book Co, c1983. 0842896090 (part 1) 0842896104 (part 2).$2.10/vol.
291 C611
Looks at Judaism, Christianity, Islam, Hinduism, and Buddhism. Reading level: 4.0-5.0

Jesus of Nazareth, Harralson, David M. v, 40 p. New York, N.Y: Cambridge Book Co, c1983. 0842896082 (pbk.).$2.10.
232.9 H296
The life and teachings of Jesus. Reading level: 3.0-4.0

Stories from the Old Testament, Harralson, David M. v, 39 p. New York: Cambridge Book Co, c1983. 0842896074 (pbk.).$2.10.
221.9 H296
Biblical stories. Reading level: 3.0-4.0

Tutor

Reading for life : a first book for adults and their tutors, Allen, Virginia French. xvi, 269 p. Wheat Ridge, Colo: Spring Institute for International Studies, c1987. 094072300X (pbk.).$15.00.
428.40715 A431
Leads step-by-step from alphabet to newspapers to books. Includes phonics and sentence information. Index.
Reading level: 0+

Personal & family financial planning : strategies for teaching, American Council of Life Insurance. 78 leaves. Washington, D.C: American Council of Life Insurance, [1982]. $2.00.
332.024 P467
Collection of instructional activities designed to teach elements of personal and family financial planning. Contains lesson plans, student materials, and teacher resources.
Reading level:

Functional literacy and the workplace : proceedings of a National Invitational Conference, American Council of Life Insurance and Education Services. 67 p. Washington, D.C: Education Services, American Council of Life Insurance, [1983?]. $2.00.
331.11 F979
Proceedings of a 1983 conference on literacy. Designed to focus attention on issues of importance to leaders in business and education.

Job-related basic skills : a guide for planners of employee programs, Business Council for Effective Literacy (U.S.). 45 p. BCEL bulletin, no.2. New York, N.Y: Business Council for Effective Literacy, 1987. $5.00.
374.012 J62
Guide for employers wishing to address the basic skills problems in their workforce. Gives step-by-step guidance on how to plan and implement an effective job-related basic skills program.

Basic literacy : tutor handbook of the Center for Literacy, Inc, Center for Literacy. 91 p. Philadelphia, PA (3723 Chestnut St., Philadelphia 19104): The Center, c1986. $10.00.
374.22 B311
Specific manual for beginning volunteers. Describes techniques for teaching reading, math, writing, and comprehension. Based on both Luabach and Literacy Volunteers materials.

TUTOR, techniques used in the teaching of reading : a handbook for teaching basic reading to adults and teenagers, Colvin, Ruth J.; Root, Jane H. and Literacy Volunters of America, Inc. Rev. ed. 103 p. Syracuse, N.Y: Literacy Volunteers of America, c1984. $9.50.
374.012 C727 1984
Teaching techniques for those with little or no teaching experience. Contains procedures for applying phonics, helping students reach goals, planning lessons, developing comprehension skills, and creating material.

Teacher's guide, Follett Publishing Company. 96 p. Chicago, Ill: Follett, c1982. 0695206435 (pbk.).$7.00.
158.2 T253
Guide to Follett Success Skills series.

Writing activities for newspaper readers : a teacher's resource, Gebhard, Ann O. 47 p. Syracuse, N.Y: New Readers Press, c1986. 0883369206 (pbk.).$3.95.
428 G293
Presents effective activities that are integrated with reading newspapers.

How to use the Literacy tutor's library, with the "--and so the story goes-- " series by John A. Hurst, Hurst, John A. and Morris, Carol. 14 p. Lake Bluff, Ill: Quality Books, 1987. 0891961313.$5.00.
428.42 H847
Teacher's guide for using "Inventions and Discoveries," "Presidents, Pitchers, and Passers," "Mysteries, Nicknames, and Medals," "More Inventions and Discoveries," "Horses, Bats, and Christmas Trees," and "Famous Americans."

Adult literacy volunteers : issues and ideas, Ilsley, Paul J.; ERIC Clearinghouse on Adult, Career and Vocational Education and National Center for Research in Vocational Education (U.S.). viii, 50 p. Columbus, OH: ERIC Clearinghouse on Adult, Career, and Vocational Education National Center for Research in Vocational Education, 1985. $5.50.
374.012 I29
Addresses gaps in the literature about literacy volunteerism and examines the current delivery system.

Recruiting and training volunteers, Ilsley, Paul J. and Niemi, John A. x, 150 p. New York: McGraw-Hill, c1981. 0070005567.$19.95.
374 I29
Techniques for recruiting and working with volunteers. Index.

Tutoring older adults in literacy programs, Jacobs, Bella; National Council on the Aging and Literacy Education for the Elderly Project. vii, 23 p. Washington, D.C.: National Council on the Aging, 1986. 0910883254 (pbk.).$4.95.
374.013 J17
Describes techniques for working with senior citizens as students.

Organizing a literacy program for older adults, Jacobs, Bella; Ventura-Merkel, Catherine; National Council on the Aging and Literacy Education for the Elderly Project. vi, 62 p. Washington, D.C.: Literacy Education for the Elderly Project of the National Council on the Aging, 1986. 0910883246 (pbk.).$9.95.
374.012 O68
Tips on establishing literacy programs for older adults.

Libraries and literacy : a planning manual, Johnson, Debra Wilcox and Soule, Jennifer A. v, 38 p. Chicago [IL]: American Library Association, 1987. 0838904785 (pbk.).$12.50.
021.2 J66
Basics for establishing literacy programs in libraries.

Reading instruction for the adult illiterate, Jones, Edward V. and American Library Association. xi, 169 p. Chicago: American Library Association, 1981. 0838903177.$15.00.
428.42 J76
Review of reading theory and useful instructional techniques. Index.

Developing an employee volunteer literacy program, Kangisser, Dianne and Business Council for Effective Literacy (U.S.). 10 p. BCEL bulletin, no.1. New York, N.Y: Business Council for Effective Literacy, [1986]. $1.00.
374.012 D489
How-to-do-it guide for businesses wishing to encourage their employees to volunteer as tutors and in other capacities to help literacy groups in their communities.

The Laubach way to cursive writing : Teacher's guide, Koschnick, Kay. 32 p. Syracuse, NY: New Readers Press, c1983.
0883369192 (pbk.).$2.25.
652.1 K86 Teacher's Guide
Companion volume to the student edition.

Write all about it, Leis, Andrea and Chodos, Robert. Teacher's ed. T-14, 159 p. Syracuse, N.Y: New Readers Press, c1986.
0883363763 (pbk.).$7.95.
808.042 L532
Teacher's guide to "Write All About It."

Effective adult literacy programs : a practitioner's guide, Lerche, Renee S. ix, 282 p. New York: Cambridge Book Co, c1985. 0842822194.$25.95.
374.012 L614
Based on the National Adult Literacy Project, this guide provides all the information to plan, execute, and evaluate a successful local literacy program. Index.

Series guide for English spoken here, Linfield, Trudy. xiv, 270 p. New York: Cambridge Book Co, c1983. 0842808620 (pbk.).$10.50.
428 L754
Teacher's guide to ESL student texts: "Health and Safety," "Getting Started," and "Life in the United States." Index.

Basic skills in using banks : lesson sheets on long-run spirit masters, MacKenzie, Richard. x p., 24 leaves. [Grand Rapids, Mich.] El Toro, CA: Instructional Fair/ Cebco Wieser Educational [distributor], c1979. $8.95.
332.102 M157
Basic understanding of how the average person can make use of banking services - savings accounts, deposits, withdrawals, interest, loans, money orders, etc. Teacher's guide and spirit masters. Reading level:

Basic skills in using checks : lesson sheets on long-run spirit masters, MacKenzie, Richard. xii p., 24 leaves. [Grand Rapids, Mich.] El Toro, CA: Instructional Fair/Cebco Wieser Educational [distributor], c1979. $8.95.
332.76 M157
Basic understanding of checking accounts - opening accounts, deposits, writing checks, writing money amounts, statements, reconciling, etc. Teacher's guide and spirit masters.
Reading level:

Tutoring small groups : basic reading, Ottoson, Gerald and Literacy Volunteers of America. 36, [1] p. Syracuse, NY: Literacy Volunteers of America, c1985. $5.25.
374 T966
Presents tips on how to work with small groups, select students for a group, give one-to-one help to group members, and more. Includes suggestions for teaching materials and sample worksheets.

English for everyday living, teacher's manual, Pellati, Sally Shapiro. 113 p. Oak Lawn, Ill El Toro, CA: Ideal Publications Wieser Educational [distributor], c1982. 0890995117 (pbk.).$13.95.
425 P385 1982 Manual
Answers to all student text exercises. Additional teaching suggestions and activities.

Books for adult new readers : a bibliography, Project: LEARN and Pursell, Frances Josephson. 3rd rev. ed. xiv, 301 p. Cleveland, Ohio: Project: LEARN, c1986. $6.00.
R 011.6 1986
Annotated bibliography of materials for adults reading at or below the seventh grade level. Indices.

Reading without nonsense, Smith, Frank. 2nd ed. xiii, 166 p. New York: Teachers College press, c1985. 0807727687 (pbk.).$13.95.
428.4 S647 1985
Provides an understanding of current reading theory. Index.

Personal and family financial planning for multicultural adults : a staff development program for adult basic education teachers and trainers, Tibbetts, John W.; Westby-Gibson, Dorothy and American Council of Life Insurance. 2nd ed. viii, 36, 15, 34, 123 p. Washington, D.C: Teacher Education Program, Education Relations & Resources, American Council of Life Insurance, 1985. $5.00.
332.024 T552 1985
Designed to train adult educators to help recent immigrants and native Americans deal with money management and financial planning.

Dyslexia, a neuropsychological approach to educating children with severe reading disorders, Valett, Robert E. xii, 321 p. Belmont, Calif: Fearon Pitman Publishers, c1980. 0822425017 (pbk.) 0822425009.$18.50.
371.914 V168
Practical applications of current knowledge in diagnosing and educating dyslexic students. Could offer help to tutors working with adult students with reading disabilities.

Teacher's guide for the To the point on money management cluster : Saving and investing, Using a checking account, Making a budget, Using credit, Insuring yourself, Weeks, Doug. 63 p. Syracuse, N.Y: New Readers Press, c1980. 0883367106 (pbk.).$2.00.
332.024 W395
Series guidebook for "Using a Checking Account," "Making a Budget," "Using Credit," and "Insuring Yourself."

Basic skills in using money : lesson sheets on long-run spirit masters, Young, Eleanor R. 24 duplicating masters. [Fairfield, N.J El Toro, CA: Cebco Wieser Educational [distributor], c1974. $8.95.
332.4 Y71
Includes coin combinations, vending machines, making change, writing dollars and cents, etc. 24 duplicating spirit masters. Reading level:

Basic skills around the house : lesson sheets on long-run spirit masters, Young, Eleanor R. 24 duplicating masters. Fairfield, N.J El Toro, CA: Cebco Standard Wieser Educational [distributor], c1974. $8.95.
371.9 Y71
Designed to develop skills that will be useful for ordinary activities in the home: using a telephone book, telling time, using a calendar, writing checks, and keeping young children safe. Includes duplicating masters for tutors to use with students. Reading level:

Basic skills in getting around : lesson sheets on long-run spirit masters, Young, Eleanor R. 6 p., 24 duplication masters. [Fairfield, N.J.] El Toro, CA: Cebco Wieser Educational [distributor], c1974. $8.95.
910 Y71
Discusses driver's license, road signs, parking meters, compass directions, maps, time-tables, etc. Reading level:

Basic skills in filling out forms : lesson sheets on long-run spirit masters, Young, Eleanor R. vii p., 24 duplication masters. [Fairfield. N.J.?] El Toro, CA: Cebco Wieser Educational [distributor], c1980. $8.95.
651.29 Y71
Practice in printing and writing, subscription forms, change of address, driver's license, loan applications, Social Security, etc. Includes 24 spirit masters. Reading level:

Basic skills on the job : lesson sheets on long-run spirit masters, Young, Eleanor R. 7 p., 24 duplication masters. Chatsworth, CA El Toro, CA: Opportunities for Learning Wieser Educational [distributor], 1987. 0867031913 (pbk.).$8.95.
650.14 Y71 1987
Covers want ads, writing neatly, the job application, the resume, measuring, pricing, alphabetical order, filing, etc. Includes 24 spirit masters for the tutor to use with the student. Reading level:

Basic skills in following directions : lesson sheets on long- run spirit masters, Young, Eleanor R. 7 p., 24 duplication masters. Chatsworth, CA El Toro, CA: Opportunities for Learning, Inc Wieser Educational [distributor], 1987.
086703193X (pbk.).$8.95.
374 Y71 1987
Directions on tests, recipes, charts, packages, as well as directions for appliances and making things.

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